

Checklist Disclaimer:

It is important to note that not all information listed on the checklist may be required. Those items most typically required are identified with a checklist. At your pre-application meeting, your project coordinator will identify which items are required for submittal.



BAR USE PERMIT APPLICATION LIST

SCHEDULE A MEETING WITH YOUR PROJECT COORDINATOR *BEFORE* **SUBMITTING APPLICATION.**

This Application list has been prepared to assist you in submitting a complete and successful application to the City of Scottsdale. At the required pre-application meeting, a Project Coordinator will check off the items on this Application List that are required with your submission. **Please call 480-312-7000 if you have any questions concerning this application and to schedule your submittal meeting.**

CASE # _____-PA-_____

PART I -- GENERAL REQUIREMENTS

- ☒ 1. **USE PERMIT APPLICATION LIST** (this list)
- ☒ 2. **COMPLETED APPLICATION FORM** (form provided)
- ☒ 3. **APPLICATION FEE** \$ _____
- ☒ 4. **LETTER OF AUTHORIZATION** (from property owner(s) if the property owner did not sign the application form)
- ☒ 5. **CURRENT TITLE REPORT:** 8-1/2" x 11" - **1** copy
 - A) Not older than 30 days
 - B) Must show current owner
 - C) Include Schedule A and Schedule B
 - D) Commitment of Title is not acceptable
- ☒ 6. **LEGAL DESCRIPTION:**
8-1/2" x 11" - **2** copies
- ☒ 7. **PROJECT NARRATIVE** (please address the attached criteria in the zoning code, Section 1.403,D. 1-9)
- ☒ 8. **EXISTING CONDITIONS COLOR PHOTO EXHIBIT: PROVIDE PHOTOS MOUNTED OR PRINTED ON 8-1/2"x11" PAPER** - FOR INCLUSION IN THE PACKETS. Printed digital photos are OK.
 - Photos mounted on cardboard, foamboard, particleboard, posterboard or other material will not be accepted.
 - See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
 - Provide 1 color original set and 15 color copy sets.
- ☒ 9. **NEIGHBORHOOD INVOLVEMENT** (see packet for requirements)
- ☒ 10. **SITE POSTING REQUIREMENTS** and **AFFIDAVIT** Decal provided.

PART II -- REQUIRED PLANS & RELATED DATA

- ____✓____ 1. **SITE PLAN** (Include all existing or approved site plan data. Use an engineer's scale not less than 1" = 40'):
Full size - 3 copies
11" x 17" - 1 copy
- ____✓____ 2. **FLOOR PLANS:** (Use an architect's scale not less than 1/8" = 1' The floor plan data shall be used to determine parking requirements, & kitchen area as a percentage of total square footage.)
Full size - 1 copy
11" x 17" - 1 copy
Digital - 1 copy (See Digital Submittal Plan Requirements)
- ____✓____ 3. **LIGHTING SITE PLAN**, include all lighting (free standing, building mounted, canopy, landscaping, etc.)
Full size - 1 copy
- ____✓____ 4. **PARKING ANALYSIS** (Identify required and provided parking, based on the floor plan information.) - 3 copies
- ____ 5. **PARKING MASTER PLAN – 3 copies** (required for reduction of ordinance requirements?)
- ____✓____ 6. **TRIP GENERATION COMPARISON - 3 copies** – (complete the attached questionnaire)
- ____✓____ 7. **SECURITY AND MAINTENANCE PLAN** (attached)
- ____✓____ 8. **NOISE STUDY** (attached)
- ____✓____ 9. **REFUSE PLAN** (attached)
- ____ 10. **OTHER** _____

PROJECT COORDINATOR

DATE

Please respond to the following criteria in the Project Narrative.

Sec. 1.403,D.

D. BARS, COCKTAIL LOUNGES, AND/OR AFTER HOURS ESTABLISHMENTS.

- 1. THE USE SHALL NOT DISRUPT EXISTING BALANCE OF DAYTIME AND NIGHTTIME USES.**
- 2. THE USE SHALL NOT DISRUPT PEDESTRIAN-ORIENTED DAYTIME ACTIVITIES.**
- 3. IF THE SITE IS LOCATED WITHIN THE DOWNTOWN OVERLAY DISTRICT THEN:**
 - a. THE USE SHALL NOT ENCOURAGE DISPLACEMENT OF DAYTIME RETAIL USES UNLESS IT CAN BE DEMONSTRATED THAT THE PROPOSED USE SHALL PROMOTE DIVERSITY OF FIRST FLOOR USES ALONG THE STREET.**
 - b. THE REQUIRED PARKING FOR THE USE SHALL BE WITHIN 600 FEET OF THE PROPERTY AND SHALL NOT BE SEPARATED FROM THE PROPERTY BY A MAJOR OR MINOR ARTERIAL STREET.**
- 4. IF THE USE IS LOCATED WITHIN 500 FEET OF A RESIDENTIAL USE OR DISTRICT THEN:**
 - a. THE USE SHALL NOT ADVERSELY IMPACT RESIDENTIAL USES.**
 - b. THE USE SHALL PROVIDE METHODS OF BUFFERING RESIDENTIAL USES.**
- 5. AN ACTIVE MANAGEMENT AND SECURITY PLAN SHALL BE CREATED, APPROVED, IMPLEMENTED, MAINTAINED AND ENFORCED FOR THE BUSINESS.**
- 6. THE APPLICANT SHALL PROVIDE, WITH THE APPLICATION FOR A CONDITIONAL USE PERMIT, A WRITTEN EXTERIOR REFUSE CONTROL PLAN WHICH MUST BE APPROVED BY THE PLANNING AND DEVELOPMENT DEPARTMENT STAFF AS COMPLYING WITH THE WRITTEN GUIDELINES OF THE DEPARTMENT.**
- 7. THE APPLICANT SHALL DEMONSTRATE HOW NOISE AND LIGHT GENERATED BY THE USE SHALL BE MITIGATED.**
- 8. THE APPLICANT SHALL DEMONSTRATE THAT THE USE SHALL MEET REQUIRED PARKING AND SHALL NOT EXCEED CAPACITY FOR TRAFFIC IN THE AREA.**
- 9. AFTER HOURS ESTABLISHMENTS MUST MAINTAIN A VALID AFTER HOURS ESTABLISHMENT LICENSE.**

Traffic Related Conditional Use Permit Information
Bar / After Hours Establishment
(for parking data submittal – contact your City Project Coordinator)

For traffic evaluation, please provide the following:

1. Proposed or existing name of the establishment
2. Site plan showing entrance(s) to the public street, the parking areas, walkways, and the structure for the bar / after hours establishment(contact project coordinator for site plan details and parking requirements) Show any proposed change in access to the public street(s). This site plan is usually part of the general application that is provided in the general application package.
3. Total, gross square footage of structure space owned or controlled for the business
4. Usable square footage of structural space, allocated to the overall business operation, being enhanced by the live entertainment
5. Immediate prior use of space
6. Hours of operation, M-F, Sat., Sun.
7. Fire Marshall rated capacity of the structure used for live entertainment
8. Length of stay of typical customer, i.e. turnover time
9. Employee shift times and estimated number of employees on duty at each shift
10. From prior experience, from current examples, or business projection, an estimate of:
 - the number of customers that will **arrive** at the facility in **each** of the one hour periods that the business is in operation.
 - the number of customers that will **depart** the facility in **each** of the one hour periods that the business is in operation.
 - the number of employees that will **arrive** at the facility in **each** of the one hour periods that the business is in operation.
 - the number of employees that will **depart** the facility in **each** of the one hour periods that the business is in operation

The attached worksheet may be used or the information provided separately in the applicant's format.

Bar / After Hours Establishment Worksheet

Name of Establishment _____

	CUSTOMERS		EMPLOYEES	
	Arrive	Depart	Arrive	Depart
12 AM to 1 PM				
1 PM to 2 PM				
2 PM to 3 PM				
3 PM to 4 PM				
4 PM to 5 PM				
5 PM to 6 PM				
6 PM to 7 PM				
7 PM to 8 PM				
8 PM to 9 PM				
9 PM to 10 PM				
10 PM to 11 PM				
11 PM to 12 PM				
12 PM to 1 AM				
1 AM to 2 AM				
2 AM to 3 AM				
3 AM to 4 AM				

11/12/2003

c:\data\excel\bar-afterhoursworksheet.xls



Neighborhood Involvement Packet

Neighborhood Involvement is required for the following applications:

- General Plan Amendments
- Conditional Use Permits (including Municipal Use Master Site Permits)
- Abandonments
- Development Review Board
- Zoning Variances (Board of Adjustment)

If you are rezoning a property, *this is not the correct packet*. Please obtain a copy of the Citizen Review Checklist.

If you have questions, please contact your Project Coordinator:

Name: _____

Ph No: (480) 312-

Note: You are required to return this packet to your Project Coordinator with your Neighborhood Involvement Report.

Neighborhood Involvement Requirements

(Complete the following marked items prior to submitting your application.)

- A. ☒ You are required to provide information about your project by:
- Either /Or { ☒ 1st Class Letter or Postcard
☒ In Person
☒ Phone call
☒ Certified Mail

To the following parties:

- ☐ Property owners and HOAs within 300'
- ☒ Property owners and HOAs within 750'
- ☐ Adjacent property owners/ tenants/HOAs
- ☐ School District
- ☐ Interested party list provided by Project Coordinator

Project Notification shall include the following information:

- Project request and description
- Location
- Size (e.g. Number of Acres of project, Square Footage of Lot)
- Zoning
- Site plan
- City and Applicant contact names and phone numbers
- Any scheduled open house(s) *-including time, date, and location*

- B. ☐ You are required to post a 'Project Under Consideration' Sign on the site.

Note: Posting requirements are outlined in the attached Project 'Under Consideration Sign Posting Requirements' handout.

- ☐ Post sign 10 calendar days prior to your Open House Meeting.

-OR-

- ☐ Post sign 10 calendar days prior to your formal application submittal.

Include the following information on the sign:

- Project request and description
- Location
- Size (e.g. Number of Acres of project, Square Footage of Lot)
- Zoning
- Open House time(s), date(s), and place(s)
- City and Applicant contact names and phone numbers

- C. ☐ You are required to hold at least _____ Open House Meeting(s).

Provide open house date, time, and location to Project Coordinator
at least 14 calendar days prior to the meeting.

- D. ☐ You are required to submit a Neighborhood Involvement Report to your Project Coordinator with your application – See other side for more information.

What to Include In Your Neighborhood Involvement Report

You are required to provide all of the checked items in a report, which is submitted with your formal submittal to your Project Coordinator.

- A.** Submit either the original, or a copy of the this marked Neighborhood Involvement Packet.
- B.** Document your Project Notification efforts to the Project Coordinator as follows:
- ☒ Provide copy of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOA's).
 - ☒ Provide the dates contacted, and the number of times contacted.
 - ☒ Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery.
 - ☒ Provide originals of all comments, letters, and correspondence received.
 - ☒ Provide copies of letters or other means used to contact neighbors, the school district, and HOA's.
 - ☒ Provide a map showing where notified neighbors are located.
 - ☒ Provide affidavit(s) of mailing(s).
- C.** Verify the "Project Under Review" Sign Posting as follows:
- ☐ Provide affidavit of posting.
 - ☐ Pictures of sign, which are date and time stamped.
- D.** Document the Open House Meeting(s) as follows:
- ☐ List dates, times, and locations of open house meeting(s).
 - ☐ List dates, times, and locations of any follow-up with interested parties.
 - ☐ Provide the sign-in sheets, list of people attended the meeting(s), comment sheets, and written summary of the comments, issues and concerns provided at the open house meeting(s).
 - ☐ List the method by which the applicant has addressed, or intends to address, the issues, concerns, and problems identified during the process.

POSSIBLE SIGN VENDORS

1. America's Instant Signs
14425 N. Scottsdale Road, Suite 300
Scottsdale, AZ 85254
480-483-0700
2. Chandler Banner & Sign
3050 S. Country Club, #20
Mesa, AZ 85210
480-926-7777
3. Dynamite Signs
29040 N. 44th Street
Cave Creek, AZ 85331
480-585-3031
4. Graphic Directions, Inc.
1527 N. 18th Avenue
Phoenix, AZ 85007
602-255-0355
5. Scottsdale Signs
7904 E. Chaparral Road, Suite 106
Scottsdale, AZ 85251
480-994-4000
6. Super Signs
1335 W. University Drive
Tempe, AZ 85281
480-968-2200

This listing is not an endorsement. You may use any sign provider.



NEIGHBORHOOD INVOLVEMENT 'PROJECT UNDER CONSIDERATION' SIGN POSTING REQUIREMENTS

You are required to post your site by the date indicated in your Neighborhood Involvement Packet. Please call your Project Coordinator if you have questions.

Project under Consideration POSTING SPECIFICATIONS

Early Notification of Project Under Consideration		3-1/2" bold letters
Neighborhood Open House Meeting: Date: _____ Time: _____ Location: _____		2" bold letters 1 bold letters
Site Address: _____, Scottsdale, AZ _____		
Project Overview:		1-1/2" bold letters
<ul style="list-style-type: none"> ▪ Description of Request: ▪ Description of Project and Proposed Use: ▪ Site Acreage: ▪ Site Zoning: 		1" bold letters
Applicant Contact:	City Staff Contact:	1-1/2 bold letters
Phone Number _____	Phone Number _____	
Email Address _____	Email Address _____	1" bold letters
Pre- Application #: _____ available at City of Scottsdale: 480-312-7000		
Project information is available at: www.scottsdaleaz.gov/projects/ProjectsInProgress		
Posting Date: _____		3/4" bold letters

1. 4' x 4' in size
2. Laminated plywood or MDO board
3. Front, back, and all edges painted with two coats of White acrylic exterior enamel
4. Black lettering sized per above (decals)
5. Sign attached w/ 6 screws to 2 - 4" x 4" x 8' wood poles

SITE POSTING REQUIREMENTS

1. Post site by the date indicated in your Neighborhood Involvement Packet. Please call your Project Coordinator if you have questions. Maintain posting of signs until notice of hearing sign is installed.
2. You may use the sign vendor of your choice. A list of possible providers can be found on the back of this brochure. The sign specifications are on file with these vendors.
3. Provide the following proof of posting in the Neighborhood Involvement Report.
 - a) Notarized affidavit of posting
 - b) Date/Time stamped photo of sign posted on site
4. Signs must be removed within 30 days after a decision at the public hearing is made on your application.

SECURITY AND MAINTENANCE PLAN

For Bars and Live Entertainment Use Permits



Scottsdale Police Department, 3700 North 75th Street, Scottsdale, AZ 85251

480.312.5000

FAX 480.312.2030

Establishment: _____

Address: _____

Business Phone: _____

Business FAX: _____

Maximum Occupancy: _____

Effective Date of the Plan: _____

Date of Plan Review: _____

Use Permit Issue Date: _____

Liquor License Number: _____

Contact Person (1): _____

Home Phone: _____

Contact Person (2): _____

Home Phone: _____

I. Purpose of the Plan

This plan addresses security measures for an establishment whose use shall require a Security Plan pursuant to Scottsdale Revised Codes.

This Security Plan's purpose is to comply with the Security Plan conditions and/or requirements set forth in a Use Permit, and to address the concerns of the zoning ordinance regarding:

Any significant increase in vehicular or pedestrian traffic.

Adequate control of disruptive behavior both inside and outside the premises.

Compatibility with surrounding structures and uses.

Deterioration of the neighborhood or to the downgrading of property values.

To assist in providing an environment that may enhance safeguarding of property and public welfare, as well as reduce the necessity for calls for service from law enforcement agencies.

II. Plan of Operation: Program Plan and Hours

1. Permittee: _____
Type of Organization: ☐ Arizona Corporation ☐ Corporation
 ☐ Sole Proprietorship ☐ LLC
 ☐ Partnership ☐ Other
2. Managing Agents Name: _____
 Title: _____
 Address: _____
 Phone Numbers: _____
 Fax or Other Numbers: _____
3. Business Owner(s) (if different than Managing Agent) Name, Address, Phone: _____
4. Property Owner or Property Manager (if different from Managing Agent) Name, Address, Phone: _____

5. Hours of Operation:

	<u>Peak/Non-Peak Night</u>	<u>Open to Customers</u>	<u>Liquor Sale Begin</u>	<u>Liquor Sale Ends</u>	<u>Closed to Customers</u>
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

6. Promotional Events (Ladies Night, Teen Nights, etc.)(attach or describe):

7. Program Format/Entertainment/Advertising (attach or describe): i.e. The Pink Elephant intends to cater to persons 35 to 55 years old, utilize oldies music, and provide sports events/programming.

- a. Live entertainment and live music shall terminate no later than 12:55 p.m. nor before 8:00 a.m., as approved in the Use Permit.
- b. Music and amplified sound shall terminate at closing and is subject to City noise and other ordinances.

8. Special Events:

- a. Notice must be given by Permittee to City of Scottsdale Planning and Development at the address above at least twenty (20) days prior to conducting Special Events on the premises. "Special Events" are any program formats varying from the regular format and audiences described or provided above organized or planned by Permittee. Scottsdale requires separate licenses for outdoor special events.
- b. Additional security or revisions to this Plan may be required by the Scottsdale Special Events Committee (program formats varying from the regular format described above).
- c. Permittee must be separately licensed to conduct After Hours, Teen Nights, Outdoor Event/Special Events, Special Liquor License Events, Extensions of Premises, and separately approved Security Plans (or amendments to this Plan). See Scottsdale City Code for requirements.

9. Cooperation/Complaints/Concerns:

- a. Permittee will maintain communications with establishments located on and adjacent to the premises, and with residents and other businesses that may be affected by patrons or operations of the Permittee. Permittee designates the following person to receive and respond to concerns or complaints from other residents or businesses:

Employee Name:

Names of Effected Businesses Within 300 (three hundred) feet of Permittee (use a continuation page, if necessary):

- 1)
 - 2)
 - 3)
 - 4)
 - 5)
- b. Permittee, managing agents, on-duty managers, supervisors and security personnel will cooperate closely with Scottsdale Police, officers, City of Scottsdale Code Enforcement staff and neighbors in addressing and investigating complaints and concerns.
- c. Permittee's managing agent(s) shall meet with Scottsdale Police Department when requested by the Scottsdale Police Bike Unit Sergeant or his representative, or District Commander.
- d. Site/Building Information
- 1) A diagram of the exterior and interior of the establishment is appended.

Outline of Security and Maintenance Plan

1. Dress Code for Civilian Security Personnel
2. Security Officer Responsibilities
3. Management Responsibilities
4. Uniformed Sworn Officer Responsibilities
5. Guest Parking Plan
6. Refuse Plan
7. Safety Plan
8. Dates of After-Hours Operation
9. Enforcement of Security Plan by the City of Scottsdale

Security and Maintenance Plan

1. Dress Codes

Security personnel must be readily identifiable to police, patrons, and other (NAME OF BUSINESS) _____ security members. Dress code for Civilian Security Personnel, Manager, and Assistant Manager:

- a. Shirt: Black shirt with word "Security" on back in two-inch white letters centered approximately four-inches below top edge of neck, and (NAME OF BUSINESS) _____ on front in smaller white font.
- b. Jacket: During the cold nights, a black jacket with the word "Security" on back in two-inch white letters centered approximately four-inches below top edge of neck, and (NAME OF BUSINESS) _____ "Security" on front in smaller white font.
- c. Radio: Used as a means of maintaining constant communication inside and outside the building. All management and security employees must carry radios.

2. Security Officer Responsibilities:

Security officer responsibilities must be clearly delineated. There will be a minimum of ____ uniformed (wearing the above-described uniform) security officers working on peak nights whose responsibilities will be as follows:

- a. ____ officer will be responsible for roaming the interior of the business and identifying hazards, problems, and maintaining guest safety. Civilian Security Officers will be responsible for patrolling the full property of the liquor establishment during all hours when patrons are in the establishment, outside the establishment, and in the establishment parking areas. During After Hours, if applicable, the security officer will assist sworn officers in removing all guests in a safe manner, then assisting the uniformed sworn officers (when utilized) in (NAME OF BUSINESS) _____ and nearby areas until 0500 hours or until all guests have left the area.
- b. ____ officers will be responsible for checking identifications at the front door. All identifications must meet the minimum criteria for Arizona Revised Statutes Title 4 to allow access to the interior of the Liquor

Establishment, including during the time period of After-Hours, if applicable. Additional duties will be as follows; access control, counting of patrons, prevention of intoxicated persons from entering (NAME OF BUSINESS) _____. At 0115 hours, these security officers will assist (NAME OF BUSINESS) _____ staff in removing all guests in a safe manner, then assisting the uniformed sworn officers (when applicable) in patrolling the exterior of (NAME OF BUSINESS) _____ and nearby areas until 0200 hours or until all guests have left the area.

- c. ____ officer will be responsible for conducting roaming patrol of the exterior of (NAME OF BUSINESS) _____ in an effort to prevent criminal behavior and maintain the peace. During After Hours, if applicable, at 0400 hours, this security officer will assist (NAME OF BUSINESS) _____ in removing all guests in a safe manner, then assisting the uniformed sworn officer in patrolling the exterior of (NAME OF BUSINESS) _____ and nearby areas until 0500 hours or until all guests have left the area.
- d. Report all acts of violence to management personnel, complete a written report, log the act of violence, and contact Scottsdale Police Department immediately. Liquor establishment management/ownership remains ultimate responsibility for the recording of the act of violence, logging of the act of violence, and reporting of the act of violence

3. Management Responsibilities

Managers, assistant managers, and person(s)-in-charge responsibilities will be clearly delineated.

- a. There will be a minimum of ____ managers available during peak nights.
- b. There shall be a general manager and one assistant manager on duty all hours while open for business and for thirty minutes after closing.
- c. A manager shall be identified as the "Security Manager" and be responsible for insuring that a safe environment exists, for the supervision of all security personnel and that all security personnel as identified here shall meet or exceed the requirements established by A.R.S. 32-2621 through A.R.S. 32-2636, as amended, relating to security personnel and guards, and any regulation issued pursuant thereto.
- d. The senior manager on duty will ensure that all employees, security staff, and off-duty law enforcement officers shall be trained and knowledgeable about the contents of this Plan.
- e. A security manager will be on duty until one hour after closing or the last security officer is off duty, whichever occurs last.

4. Uniformed Sworn Officer Responsibilities:

Off-duty law enforcement officer responsibilities must be clearly delineated. There will be a minimum of ____ uniformed sworn officers assigned to the following responsibilities.

- a. Maintain radio communication with (NAME OF BUSINESS) _____ security officers, staff and management.
- b. Conduct traffic control as needed.
- c. Assist civilian security officers in removal of disorderly and/or intoxicated guests.
- d. Maintain the peace outside of the liquor establishment until 0200 hours or until all patrons have left the area, whichever occurs last.
- e. From 0100 until 0200 hours, patrol the exterior portions of (NAME OF BUSINESS) _____ to maintain the peace, as well as prevent criminal acts. All acts of violence must be reported to the Department of Liquor Licenses and Control, even when a victim is not available.
- f. If a valet is utilized, maintain the peace in the area of the valet.
- g. Assist Security Officers with maintaining order in the entrance line.
- h. Customers will be discouraged from committing criminal offenses in the area after closing. Enforcement action will be taken as necessary.
- i. Report all acts of violence to management personnel and contact Scottsdale Police Department for assistance as required, above.

5. Guest Parking Plan

In order to reduce criminal activity that negatively affects the nearby businesses, a well-illuminated guest-parking site has been established. Patron parking areas will be well controlled for the safety of patrons, their property, and that of nearby businesses.

- a. (NAME OF BUSINESS) _____ will maintain a minimum of ____ parking spaces.
- b. (NAME OF BUSINESS) _____ may utilize a valet system, but application to the City of Scottsdale will conform to all existing valet rules.
- c. A Parking Study and diagram is appended. The Parking Study and diagram will include a description of the parking area, the specific location, and number of spaces utilized for patrons and employees.
- d. (NAME OF BUSINESS) _____ will insure that parking areas utilized by patrons and employees will be supervised by the Permittee to ensure that the parking areas are not used as a gathering place, for consumption of spirituous liquor, for violations of state or city law, acts of violence, or disorderly conduct. The Permittee will ensure that all patrons have left the parking areas within thirty minutes after the designated closing time.

6. Refuse Plan

Citizen surveys and police calls for service both indicate that businesses in the downtown area have complained about liquor establishments' lack of responsibility in this area.

- a. Refuse containers will be emptied within twenty-four hours of a special event.
- b. (NAME OF BUSINESS) _____ management will be responsible for cleaning and refuse pick-up for any refuse found within three hundred feet of the business, patron parking lot(s), and employee parking lot(s). All bottles, trash, and refuse found on streets, sidewalks, private

property, and empty lots within the above-designated areas will be placed in (NAME OF BUSINESS) _____ refuse container.

7. Safety Plan

(NAME OF BUSINESS) _____ has established this safety plan which incorporates and addresses the issue of duration of security officer responsibilities, reporting acts of violence to Department of Liquor License and Controls, assistance in police investigations, incidents of criminal trespass, and disorderly patrons.

- a. Duration of Security Responsibilities; Responsibility for providing security to patrons, employees and the public will extend to the established parking areas as identified in the parking plan from at least one hour before opening to at least one hour after the end of business on Thursday, Friday, or Saturday nights (Sunday mornings) or on any other day when conducting special events.
- b. Reporting Acts of Violence: All acts of violence inside and outside of (NAME OF BUSINESS) _____ including the parking areas designated in the Guest Parking Plan (and valet services parking areas, if utilized) shall be reported to an on duty manager and/or owner immediately. Scottsdale Police Department will be called immediately and an Arizona Department of Liquor Licenses and Control (DLLC) Licensee's Report of Act of Violence form will be completed. This report will be completed and forwarded to the DLLC regardless of the action taken by the police department.
- c. Assistance to Police Investigations; It is mandatory that any employee, including owners, managers, assistant managers, and staff will reasonably cooperate with any police investigation, and the subsequent prosecution regarding arrests made on or relating to the premises resulting from a need to maintain the peace or public order, or resulting from a request by our establishment to investigate any potential criminal act.
- d. Incidents of Criminal Trespass; During investigation and complaints of Criminal Trespass where the establishment is a victim, (NAME OF BUSINESS) _____ manager will act as an arresting citizen if uniformed sworn officers are not available.
- e. Disorderly patrons; Disorderly patrons will be safely escorted from the establishment by security officers and/or uniformed sworn officers. Disorderly patrons will be turned over to uniformed sworn officers for disposition, when employed.
- f. Persons Under 21 Years of Age; Permittee agrees that a person under twenty-one years of age will not be allowed on the premises where liquor is sold, dispensed or consumed unless:
 - 1) The person is accompanied by a spouse, parent or legal guardian who is at least twenty-one (21) years of age or is an on-duty employee of the Permittee, OR
 - 2) The primary purpose of the premises is serving food; OR

- 3) The primary purpose of the premises is a patron participatory recreation activity limited to the minor's participation in any of the following sport activities: bowling, golf, football, or basketball.
- g. Management; Permittee agrees to provide the following minimum number of Managers ____, Assistant Managers ____, when the Permittee is open for business. On duty managers are responsible for supervision of all employees, security personnel, off-duty sworn law enforcement officers, agents, and shall identify all employees, personnel, and agents on the premises when requested by City of Scottsdale employees.

8. Special Events

All special events or promotional events (i.e. Ladies Night, Teen Night, etc.) must be identified in writing for the upcoming year within ten days of approval of this permit. A copy of these dates faxed to the Scottsdale Police Bike Unit with a specific list of the dates that special events will be conducted. This notification is not an authorization, but a notice of intent. Permittee understands that the notification of special events related to this permit are necessary for the following reasons:

- a. Preparation: Special and promotional events often tax police resources more than liquor establishments during regular hours. Prior notice will allow police to prepare for the events.
- b. Inspections: Police inspections can be performed of the special events, the establishment, and at any time when there are any occupants of the liquor establishment.
- c. Operation of special events or promotional events on dates not identified by (NAME OF BUSINESS) _____ list of dates for the upcoming year will result of immediate closure of the liquor establishment's special event, as well as place (NAME OF BUSINESS) _____ in noncompliance.

9. Enforcement of Security Plan by City of Scottsdale

- a. The Permittee agrees that successful execution and enforcement of this Plan are a requirement and condition of Scottsdale's Use Permit. Termination, cancellation or non-approval of the Plan constitutes a breach of any condition requiring the existence of an approved Security Plan.
- b. Violations of this Security Plan will be enforceable by City of Scottsdale Police Officers and/or Code Enforcement employees.
- c. Violation, amendment, revocation, as defined in Scottsdale City Zoning Code Sec. 1.402. Conditional use permits which have been approved by the City Council shall be subject the following procedures and criteria regarding any violation, amendment, or revocation.
 - 1) Violation. The violation of any condition imposed by the conditional use permit shall constitute a violation of this

ordinance and shall be subject to the requirements of Section 1.1300.

- 2) Amendment. Conditional uses shall be developed in conformance to the approved plans as determined by the Zoning Administrator. An amendment to a conditional use permit is required before implementation of any material change in the scope and nature of an approved conditional use, material change in any conditions or stipulations to a conditional use permit or material change in the physical size, placement or structure of property subject to a conditional use permit. The Zoning Administrator shall have the discretion to determine if a proposed change warrants an amendment. An amendment must be approved as provided in Section 1.400 et seq. for the approval of conditional use permits.
- d. Revocation of the Plan. The Zoning Administrator may recommend to the Board of Adjustment and the board may effect revocation of a conditional use permit pursuant to Section 1.807 of the Scottsdale Zoning Code for acts including but not limited to:
 - 1) A violation of the Plan.
 - 2) Violation of the conditions of the Use Permit.
 - 3) Violation of Scottsdale ordinances or law.
 - 4) Repeated acts of violence or disorderly conduct as reflected by police calls for service or offenses occurring on premises utilized by patrons of the Permittee, or failure to report acts of violence
 - 5) Failure of the Permittee to take reasonable steps to protect the safety of persons entering, leaving or remaining on the premises when the Permittee knew or should have known of the danger to such person, or the Permittee fails to take reasonable steps to intervene by notifying law enforcement officials or otherwise to prevent or break up an act of violence or an altercation occurring on the premises or on premises utilized by patrons and employees of the Permittee when the Permittee knew or reasonably should have known of such acts of violence or altercations
 - 6) Any enlargement or expansion of the premises, plan of operation or program format without appropriate approval from Scottsdale.
 - 7) Misrepresentations or material misstatements of the Permittee, its agents or employees.
- e. Dissemination of the Security Plan
 - 1) A copy of this Security Plan must be provided to each security officer and off-duty sworn law enforcement officer employed by the establishment, manager, and assistant manager.
 - 2) A reading log will be maintained, and will be signed by each of the above persons (8.d.1) when they have read and understand this plan. Each security employee must read the plan once per year, or when there are any changes to the plan.

- 3) A current copy of the plan will be maintained on the premises at all times.
- 4) A current copy of this plan must be made available upon request of any code enforcement officer or police officer.
- 5) Failure to conform to this plan will be considered a violation of the plan.
- f. Termination of the Plan.
This Plan may terminate on the date that the Permittee's Use Permit terminates, or two (2) years from the Security Plan's effective date, whichever occurs first, unless otherwise provided herein.
- g. Meetings.
Management of Permittee shall arrange meetings with a representative of the Scottsdale Police Department regarding incidents of disorderly conduct, safety, identification verification, and general security issues when deemed necessary by the District Commander or his representative.

Enclosures:

- 1. Names of Effected Businesses
- 2. Parking Plan – Including Patron and Employee Parking, both on- and off-site.
- 3. Diagram – Including Exterior and Interior Areas

APPLICANT:

Name:
Title:
Address:
City & State:
Telephone:
Date Signed:

APPROVED:

Scottsdale Police Department
3700 North 75th Street
Scottsdale, AZ 85251
480.312.5000

Police Bike Unit FAX 480.312.2030



SUBMITTAL REQUIREMENTS FOR A:

Noise Study

PURPOSE: A noise study is to explain *all* noise characteristics of a proposed use and how that noise is abated.

ELEMENTS OF THE PLAN:

1. Business use type (e.g. retail, office, manufacturing)
2. Description of activities that generate noise that will be apparent to/from adjoining properties.
3. Analysis of noise generated:
 - a. Source of noise
 - b. Noise level in dBA at source of noise and point of impact
 - c. Description and diagrams of noise source location
4. Description and documentation of how noise is abated
 - a. Narrative description
 - b. Site plans, elevations, and other plans that visually demonstrate noise source and noise levels
5. Proposal for noise monitoring and maintenance of acceptable noise levels

PLAN FORMAT:

The plan shall be submitted in narrative format and with supporting graphic diagrams on 8 ½ X 11 inch sheets of paper.



SUBMITTAL REQUIREMENTS FOR A:

Service Areas Plan

PURPOSE: A service areas plan is to explain *all* service characteristics of a proposed use.

ELEMENTS OF THE PLAN:

1. Business use type (e.g. retail, office, manufacturing)
2. Description of service activities such as parking lot sweeping, loading, trash hauling, and similar associated activities.
3. Analysis of services:
 - a. Frequency
 - i. Day(s) of week
 - ii. Hours of day
 - b. Location relative to lower intensity uses
4. Narrative description with supporting documents such as site plans, elevations, and other plans that visually demonstrate service areas

PLAN FORMAT:

The plan shall be submitted in narrative format and with supporting graphic diagrams on 8 ½ X 11 inch sheets of paper.